

marta 

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Office of the General Manager Office of Program Monitoring and Reporting 2100 Peachtree Summit Building 401 W. Peachtree Street Atlanta, Georgia 30308		FOR RECORDS MANAGEMENT DIVISION USE <table style="width:100%; border: none;"> <tr> <td style="width:33%; border: none;">Date Received</td> <td style="width:33%; border: none;">Application No.</td> <td style="width:33%; border: none;">Date Completed</td> </tr> <tr> <td style="border: none;">JUN 7 1978</td> <td style="border: none; text-align: center; font-size: 1.5em;">78-129</td> <td style="border: none;">JUL 7 1978</td> </tr> </table>		Date Received	Application No.	Date Completed	JUN 7 1978	78-129	JUL 7 1978
Date Received	Application No.	Date Completed							
JUN 7 1978	78-129	JUL 7 1978							
		1. Application	2. Dept. Application No.						
4. Person to Contact Regina H. Finklin		5. Working Title Analyst/PM&R							
		6. Telephone Number 586-5592							
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void									
8. Dates of Series <table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;">Earliest</td> <td style="width:50%; border: none;">Latest</td> </tr> <tr> <td style="border: none;">1976</td> <td style="border: none;">Present</td> </tr> </table>		Earliest	Latest	1976	Present	9. Records Series Title (followed by title used in office, if different) Program Monitoring and Reporting Reports File			
Earliest	Latest								
1976	Present								
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? <div style="text-align: center; padding: 20px;">SEE ATTACHED</div>									
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: reporting the status, cost, and schedule of the Rapid Rail Project to the Board of Directors, General Manager and Senior Staff within the Authority. Included are: Bus Operations, Construction/Procurement and Rail Start-up Reports. File is arranged: By subject (Bus Operations, Construction/Procurement and Rail Start-up), by month, by fiscal year.									
12. Monthly Reference Rate How often are records referred to which are: One to six months old <u>Frequently</u> Seven to twelve months old <u>4 times/month</u> Thirteen to twenty-four months old <u>2 times/month</u> twenty-five months and older <u>Infrequently</u>									
13. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>1 1/2</u> ; Shelves _____; Other (specify) _____									

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Do these records have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 2 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 1 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to MARTA Records Center; hold _____ 1 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	<i>Hazel Sullivan</i>	5/26/78		<i>Wayne Pluride</i>	
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
	<i>John J. Holman</i>	5/26/78		<i>J. Smith</i>	5/30/78
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
	<i>John J. Holman</i>	5/26/78		<i>Canell</i>	7-7-78
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
	<i>Dorothy M. Han</i>	5/26/78			